



California Workforce Investment Board State Youth Council Agenda Packet



**Wednesday
October 27, 2004
10:00 a.m. – 4:00 p.m.**

*Sacramento Employment and Training Agency
Sequoia Room
925 Del Paso Boulevard
Sacramento, California*



**CALIFORNIA WORKFORCE INVESTMENT BOARD
STATE YOUTH COUNCIL
MEETING NOTICE**



Lawrence Gottlieb
Chairman

Christine Essel
Vice Chair

**Sacramento Employment and Training Agency
925 Del Paso Blvd.
Sacramento, CA 95815**

**Wednesday, October 27, 2004
10:00 a.m. – 4:00 p.m.**

Arnold Schwarzenegger
Governor

Paul Gussman
Acting Executive Director

Stated time of meeting conclusion is approximate; meeting may end earlier subject to completion of agenda items and/or approved motion to adjourn.

AGENDA

- 1. Welcome and Opening Remarks**
 - **Dr. Jorge Ayala, Chair**
 - **Myeshia Grice, Vice Chair**
 - **Paul Gussman, Acting Executive Director**
 - **David Militzer, Education Consultant**
- 2. Action Item: Approval of May 20, 2004 Meeting Summary**
- 3. State Youth Council Report to the State Board – Dr. Ayala**
- 4. Moderated Panel Presentation: Career Technical Education**
- 5. Discussion: Work Readiness Certificate**
- 6. Working Lunch – State Board Youth Activities Updates**
 - **Foster Youth Employment, Training and Housing Task Force**
 - **Improving Transition Outcomes for Youth with Disabilities Grant**
 - **High Concentrations of WIA Eligible Youth**
 - **Youth Council Institute**
 - **Youth Transition Action Teams**
- 7. Action Item: Approval of Work Group Recommendations for Inclusion in the Fiscal Year 2004-05 State Youth Council Workplan**
- 8. Other Business that May Come Before the State Youth Council**

In order for the State Youth Council to provide an opportunity for interested parties to speak at the public hearings, public comment may be limited. Written comments provided to the California Workforce Investment Board must be made available to the public, in compliance with the Bagley-Keene Open Meeting Act, §11125.1, with copies available in sufficient supply.

Individuals who require accommodations for their disabilities (including interpreters and alternate formats) are requested to contact the California Workforce Investment Board staff at (916) 324-3425 at least five days prior to the meeting. TTY line: (916) 324-6523. Please visit the California Workforce Investment Board website at <http://www.calwia.org> or contact Pat Sherard for additional information.

Welcome and Opening Remarks

- **Dr. Jorge Ayala, Chair**
- **Myeshia Grice, Vice Chair**
- **Paul Gussman, Acting Executive Director**
- **David Militzer, Education Consultant**

Action Item: Approval of May 20, 2004 Meeting Summary

**California State Youth Council
May 20, 2004
Meeting Summary**

On May 20, 2004, the California State Youth Council (SYC) met at the Community College Chancellor's Office in Sacramento. The following persons attended:

Jorge Ayala, Chair
Myeshia Grice, Vice-Chair
Danielle Anderson (by phone)
Steve Arcelona
Bonnie Armstrong
Bernard Davitto
Peter Gregerson
Mark Hanson
Jim Kooler
Nellie McGarry
Milbrey McLaughlin
David Rattray
Hermalinda Sapien
Andrew Steinberg
Joseph Werner

Staff Members, State Board

Paul Gussman, Acting Executive Director
ZoAnn Laurente, State Youth Council Coordinator
Tina Arce
Margaret Mack
David Militzer
Robert Padilla
Pat Sherard

Welcome and Opening Remarks

Chair Dr. Jorge Ayala called the meeting to order and thanked the Chancellor's Office for hosting the meeting. Dr. Ayala introduced new youth council member, Danielle Lee Anderson, a youth representative with the Youth Leadership Forum for Students with Disabilities (YLF), who attended the meeting by conference call. Dr. Ayala asked members to introduce themselves. Dr. Ayala reminded those present to sign up for Public Comment.

Approval of State Youth Council Meeting Minutes for November 20, 2003

State Youth Council Members approved the November 20, 2003 State Youth Council Meeting minutes by consensus of the committee without any comments or corrections.

State and Federal Administrative and Legislative Updates

Mr. Paul Gussman, Acting Executive Director, California Workforce Investment Board (State Board) provided members with an update. Mr. Gussman shared that Victoria Bradshaw has been appointed the new Secretary for the Labor and Workforce Development Agency. He reiterated the Board's support for the SYC and clarified that the State Board supports the SYC because youth are important, not because it is mandated by law. Mr. Gussman informed members that the Workforce Investment Act (WIA) reauthorization is on hold. He emphasized that, under the WIA, 70% of youth funds are allocated to in school youth and 30% to out of school youth. Mr. Gussman stated there might be a shift in thinking in Washington as the House version of the reauthorization bill reverses funding to 30% in school and 70% out of school, and he mentioned that California and the SYC oppose this change. Mr. Gussman emphasized that the SYC is proactive to work on prevention and to work toward a more comprehensive youth approach. Mr. Joseph Werner shared that he understands that the President will not support either bill right now and that Ms. Emily DeRocco supports a combined youth grant. He states that consolidating the three major funding streams into a solid block grant also is under discussion. Mr. Gussman stated that SB 215, which refers to a statewide youth council, is moving through the Legislature. He also shared the recent Governor's Office priorities for the Governor's 15% Discretionary Funds, which were approved at the May 28, 2004 State Board Meeting: Those priorities include high wage, high skill jobs; and individuals with barriers to employment, including those who are limited English speaking, and disabled.

State Board Youth Activities and Youth Council Institute (YCi) Updates

Mr. Steve Trippe, representing New Ways to Work and YCi stated that there are a number of youth initiatives underway including: 1) ACSA/CCSESA STC Task Force; 2) Early College High School Initiative; 3) CA Career Resource Network (CalCRN); 4) CA Children and Families Commission; 5) CA Community College Foundation; 6) United States (U.S.) Department of Labor (DOL) (Region 6) Youth Dialogue Group; 7) Governor's Foster Youth Initiative; and the 8) National Youth Employment Coalition. The State Youth Council is involved in a number of existing initiatives and Mr. Trippe suggested that members decide what initiatives and issues the Council should focus on.

Ms. Margaret Mack and Ms. ZoAnn Laurente provided an update on State Board Youth activities. Ms. Mack confirmed that the Work Group has developed a High Concentrations for WIA Eligible Youth Strategy. She stated that the top 10 local areas with the highest concentration of WIA eligible youth will receive additional funding with a possible distribution of these funds by the end of the program year. Ms. Bonnie Armstrong asked how much money has been allocated to the ten areas and she asked why they received this additional funding. Ms. Mack responded that ten local areas were notified that they will each receive \$70,000. Ms. Mack stated that each of the ten local areas will receive these funds to increase direct services and training to youth in their local areas. The ten local areas will be required to submit plans to show accountability and connection to other local efforts. Ms. Armstrong suggested systematizing future funding. Mr. Peter Gregerson shared that \$1 million was received for this strategy for 2004-05. Ms. McGarry stated SYC Members are not kept informed. Ms. McGarry specified

that eight months ago, there was a conference call and members have not received any follow-up. Ms. Mack stated that since the call, the State Board's budget was cut and travel stopped. She explained that EDD's Regional Advisors, however, have continued to work with the local areas and the Capacity Building Unit has been in connection with out-of-school youth. Mr. Andrew Steinberg volunteered that the SYC should provide guidelines for a high concentration strategy. Ms. McGarry questioned what the concerns are for signing the GAR. EDD is continuing to provide technical assistance according on future strategies.

Ms. Mack informed the SYC that there also will be funds for the next fiscal year. Ms. Mack also provided an update on the Foster Youth Homeless Initiative, and she stated that three pilots have been established in Alameda, Colusa and Ventura. Ms. Mack stated that the State Board received a \$500,000 grant, for a pilot initiative, to Improve Transition Outcomes for Youth with Disabilities as a pilot initiative. Ms. Laurente stated that interagency agreements with the California Department of Education, the California Community Colleges Chancellor's Office are still in process.

Ms. Mack asked if there were any questions about the Homeless Foster Youth Initiative or the three pilots. Members suggested that an interagency agreement with CDSS would help with this effort. Ms. Armstrong asked about the Improving Transition Outcomes for Youth with Disabilities initiative. Ms. Mack emphasized that the Pilot is a five-year initiative for youth with disabilities ages 14-21 and a Request for Proposal for three demonstration sites, a stakeholder group, outcomes for improving services for youth with disabilities, and resource mapping are part of the initiative. Ms. Armstrong stated that the SYC should build the same process for this initiative and all three initiatives need to be connected and to let everyone know that in serving youth in each of the three projects, we are serving all youth. Members suggested developing promising practices and policy recommendations

New Ways to Work staff, Ms. Charlene Mouille, provided SYC members with copies of the recently released YCi Guidebook and she shared that all youth councils have received a copy. Ten percent of the participants at the latest All Youth One System conference were youth, which is an increase over previous years according to Ms. Mouille. YCi received a National Expansion Grant from the Hearst Foundation to expand review of YCi resources, network leadership support, products, and upcoming events. Ms. Mouille provided members with the May 2004 YCi Reporter.

A discussion ensued on funding future youth initiatives. Dr. Ayala suggested that youth voice should be significant. Ms. Hermalinda Sapien emphasized that the SYC should provide some guidance and that she sees very little guidance or uniformity from the SYC and she suggested that the SYC develop a theme since there is a lot of confusion in the local areas. Ms. Lawrence, Contra Costa County, and representing Ms. Barbara Becnel, echoed that confusion exists in the local areas.

Briefing on Recent Education Initiatives

Mr. David Militzer provided an update on the interagency agreements (IA). The California Department of Education has two positions at the State Board to connect public education with

WIA youth and build a system that supports youth. Funding under this IA supports strategic objectives and provides staff with a role and a voice to advocate for technical and career education. The California Department of Education has two positions at the State Board to connect public education with WIA youth and build a system that that supports youth. Funding under this IA is for strategic objectives and providing staff with a role and a voice to advocate for technical and career education. Mr. Gussman stated that the State Board is building a diverse group of people with many different skills. Ms. Lawrence asked if locals can be made aware when funds for these types of initiative are available. She stated that she recently attended YCi training subsequent to training by the U.S. DOL that was duplicative of the training she received through YCi. She expressed concern because of the limited budgets across the State and local areas and she asked that we work together to avoid duplication. Mr. Rattray requested more information on the Regional Economies Project.

Mr. Al Tweltridge opened a presentation on Recent Education Initiatives by informing members that local educators are chairing a lot of youth councils. He discussed Carl Perkins dollars, academic performance measures, and Career Technical Education (CTE) Standards and frameworks. Mr. Tweltridge stated that there is Legislation that requires CDE to develop standards and a framework for CTE and there is currently a committee to lay out a vision, mission, and to start developing standards. Members were directed to Sonoma State's website to follow this progress. Mr. Tweltridge also shared that the Governor is a big supporter of CTE.

Ms. Jennifer Mitchell provided members with a presentation on California's Master Plan for Education. She stated that the Master Plan was developed in response to a 1968 Plan for higher education update. Ms. Mitchell is requesting support for the Master Plan from State Youth Council Members. State Youth Council Members had extensive discussion on whether or not the Council should support the Education Master Plan. Research on other related efforts was discussed. Members agreed that providing support for the Master Plan merits consideration, but they would like to discuss this issue further. It was agreed that Ms. Mitchell would be invited back to answer questions and that the SYC would have further discussion on the Master Plan at a future meeting in an informational conference call.

Future Activities of the State Youth Council

Mr. Steve Trippe shared that New Ways to Work (NWW) is planning a national expansion – network of individual councils, and national networks. He states that NWW is also proposing a Foster Youth Transition Network for improvement activities with focus on Foster Youth transitioning out of the system with a Child Welfare Re-design Stakeholders Group. Mr. Trippe would like to partner with the State Board, CDSS, and the SYC and independent local partners to move these activities forward, and he would like to propose this to be an activity that SYC supports. There was extensive discussion on activities that the SYC would move forward with facilitated by Mr. Trippe. He reminded members of the priorities that they established as detailed in the SYC's workplan and that there are two work groups, the State and Local Initiatives Work Groups, to address these issues.

Mr. Rattray inquired if California has been more persistent than other states with obtaining youth involvement? Mr. Trippe responded that a majority of local youth councils now have significant

youth participation, but the real challenge seems to be parent/guardian participation. Mr. Steinberg suggested that the SYC should set the standard for youth involvement and he suggested that meetings should be held on Saturdays or Sundays, youth should be prepared more (so they are not intimidated) when they join the SYC, and meetings should not be held during school finals. Dr. Davitto cautioned the SYC on having youth present versus youth being heard. Mr. Steinberg suggested that a 1/3 of Council Members should be youth. Mr. Arcelona replied that 20 percent youth representation with a strong orientation/mentoring program to support youth members would be a good start. Mr. Trippe reminded members that new members were paired with “buddies” in the past.

A question of the role of the State Youth Council as a State Body was raised and there was extensive discussion. Members expressed frustration on receiving a lot of information on various activities and questioned if the SYC is having a visible impact? Members expressed concern about the SYC’s direction, lack of actions items in prior meetings, and not taking policy positions? Discussion on voting, quorum, and whether or not the Council is a formal or informal body ensued. The lack of State Youth Council bylaws was raised and members proposed that they may want to become more formal and develop bylaws and formal roles and responsibilities. Mr. Gussman volunteered that the SYC may be a stage where it takes into consideration the new administration. Dr. Ayala again inquired if the SYC is under the Brown Act especially (since we operate under the same rules as the Board regarding public notice) if the SYC will serve as a model for other youth councils. Mr. Trippe stated that historically the SYC has this conversation every six months. Dr. Ayala asked for five volunteers to form a work group to discuss these issues starting with the Council’s original “charter” and the mission statement. He emphasized that we will want to have 100% agreement or a 100% vote to decide this issue (Mr. Werner, Mr. Rattray, Mr. Grice and Mr. Steinberg volunteered to serve on this “Charter Work Group). Dr. Ayala also asked that a work group meet to discuss Mr. Steinberg’s original concern about youth involvement on the SYC.

Mr. Trippe reminded members that the Youth Involvement Work Group has not convened and that a new ad hoc group to revisit the charter, purpose, and structure has been suggested at this meeting. He informed members that the Youth Involvement Work Group is now being reconvening (from discussions at this meeting) to establish targets for youth membership on the SYC; a buddy system; meeting protocols; make suggestions to local youth councils regarding membership; identify resources to continue to fund the Youth Voice Network; and scheduling meetings and calls to obtain youth involvement. Members also agreed to consider support for the master plan and have a discussion at a later date. Mr. Trippe stated that support for local youth councils can be provided through YCi, but the SYC does need to address duplication in training. He also stated that the Leadership Team should have a role in crafting IA’s. He reminded members that there are a lot of issues on the table. Mr. Trippe challenged SYC members by asking how the group would like to move forward? He stated that the Leadership Team is the only group currently being used. Mr. Trippe reminded the SYC that State Board staff have been reduced and the youth team only consists of the staff at this meeting. He also emphasized that there are fewer dollars and additional resources cannot be committed. Members inquired of Mr. Gussman what the resources and dollar amount of the State Youth Council budget historically. Mr. Gussman stated that he can not provide an answer at this time. Dr. Ayala suggested that the SYC move forward in the direction of its philosophical beliefs. He

stated that “Ready by 21” is a natural step of state youth policy. Dr. Ayala also stated that the Council should stay systemic and support YCi, but not sink all resources into this.

Mr. Trippe suggested that the State Youth Council take the work described today and sort out the issues to the State and Local Initiatives work groups, reconvene the Youth Involvement Work Group, and convene the new ad hoc Charter Work Group, and determine what can be accomplished through existing funded initiatives and leveraging. Mr. Trippe volunteered the YCi and State Board Staff will compile a list of issues and sort into state and local issues. He encouraged members to by sharing with them that youth dollars were cut less than dislocated workers country wide. Mr. Trippe stated that if the SYC wants more political clout, important experts could be invited for discussion on certain points and he stated that the SYC has a unique position.

Other Business that May Come Before the Council

Members discussed a date for the next State Youth Council Meeting and Mr. Trippe informed members that the “It’s My Life Conference” is October 12-14 and he suggested that the State Youth Council hold its next meeting the day before or after the conference. Conference call dates for July were also proposed for July 14, 2004 to discuss the Secretary of Education’s request for feedback on a support letter from the Council on the Master Plan for Education and the Youth Transition Action Teams. Staff were requested to poll SYC members and hold work group conference calls in July and August to prioritize the structure for the SYC and action items from today’s meeting. Mr. Steve Arcelona will continue to chair the State Initiatives Workgroup and Ms. Nellie McGarry will maintain the Local Initiatives Workgroup. Dr. Ayala agreed to chair the ad hoc Charter Work Group with Mr. Werner, Ms. Grice, and Mr. Steinberg as volunteers. Ms. Armstrong, Mr. Steinberg, Ms. Grice, Dr. Ayala, Dr. Davitto, and Mr. Rattray volunteered to participate on the State Initiatives Work Group. Mr. Arcelona asked that an updated SYC Roster be sent to all members.

State Youth Council Report to the State Board – Dr. Ayala

**California State Youth Council Report to
the California Workforce Investment Board
On September 29, 2004**

Background

The State Board established the California State Youth Council (SYC) in June 2001 to provide leadership for youth development in California by: (1) providing policy guidance for local youth councils; (2) promoting coordination among youth programs currently serving California's youth through a myriad of agencies, departments, and programs; and (3) overall, addressing critical issues affecting California's youth.

Report Summary

Dr. Jorge Ayala, Chair, California State Youth Council, provided an update to the State Board on State Youth Council activities at its September 29, 2004 meeting. Following is a summary of his presentation;

- Brief SYC Historical Background and Membership of the State Youth Council
 - Emphasized that staff are working with other youth-serving organizations to obtain additional youth involvement, and that increasing youth involvement on the SYC and promoting "youth voice" is a SYC priority.
- Comprehensive State Youth Plan Update
 - Informed that the SYC and New Ways to Work developed a framework for this Comprehensive Plan drawing upon the expertise of Thaddeus Ferber from the Forum for Youth Investment.
 - Reinforced the Council's commitment to bring together necessary leadership to create this comprehensive plan and focus and align the SYC's activities and resources to support the plan's development.
 - Promoted the "All Youth One System" framework developed by the Youth Council Institute (YCi).
 - Shared State Youth Council's Work Group Recommendations.
- Activities Update
 - Advised that the SYC continues to provide policy guidance to local youth councils and provide technical assistance through the (YCi).
 - Addressed critical issues affecting California's youth, which includes guiding efforts to serve effectively youth who are most in need. The State Youth Council has focused its efforts on:
 - 1) High Concentrations of WIA Eligible Youth;
 - 2) Foster Youth Employment, Training and Housing Task Force; and
 - 3) Innovative Youth Transition Grant to Improve Transition Outcomes for Youth with Disabilities.

Moderated Panel Presentation: Career Technical Education

Dr. Eileen Warren, Sonoma State University will moderate this presentation which includes representatives from business and education. The presentation will focus on providing perspectives in career technical education which will precede a discussion on the future of career technical education.

Discussion – Work Readiness Certificate

Work Readiness Certificate

Background

At the September 29, 2004 meeting of the California Workforce Investment Board (State Board), Larry Gotlieb, Board Chair, reiterated the Board's commitment to California's youth by asking the State Youth Council (Youth Council) to research Work Readiness Certificates (WRCs) or Credentials. The State Board also requested that the Youth Council develop recommendations related to Work Readiness Certificates and present these recommendations at a future State Board Meeting. The Youth Council will direct State Board staff, with the guidance of Youth Council member David Rattray, to research and develop options for review and approval at the next Youth Council meeting. The approved recommendations will be presented to the State Board at its next meeting tentatively scheduled for early spring.

Overview

As a standardized credential of Vocational Education, now referred to as Career Technical Education, a WRC certifies to potential employers that an individual has achieved the skills needed for success in the workplace. Work Readiness Certificates or Credentials are assessment tools that define, measure, and certify that potential employees have the skills and abilities needed to succeed in entry-level work in most employment. Work readiness certificates, (which certify participant's have employability or soft skills) have been researched in California for many years. In most cases, the business community and their need to identify a skilled labor force drive WRCs. While not universally embraced by all local or regional areas, education and business partners have recognized the benefits and value of WRCs.

The purpose of WRCs is to provide students with basic job skills. Students have the opportunity to prepare documents they will need as they enter the world of work. Students create resumes, references, cover letters, thank you letters, employer evaluations, placement evaluations, and other work-related materials. Students learn what type of work will best suit their strengths, and they learn how to find jobs, apply for jobs, keep jobs, and traverse the career lattice. Certificates could also offer students additional options for employment.

WRCs primarily bridge the skill gap that exists between employers' needs and the job seekers' skills. These certificates establish standards that will assist local education and training programs develop curriculum and train participants to the standards set by the business community. Area employers can use work readiness certificates as screening tools, and education and training providers can use WRCs as instructional design aids.

The WRC is awarded to individuals who have completed training and demonstrated proficiency in a series of skill standards. Employers have identified a range of necessary employee skill standards across all industries and occupations. Skills identified as most critical for workplace success include:

Attendance; Punctuality; Interpersonal Relations; Task Completion; Applications;
Resumes; Resume Cover Letters; Interviewing; Adaptability; Listening; Conflict

Resolution; Organizing and Planning; Teamwork; Speaking; Customer Service; Work Habits, Attitudes, and Behaviors; Reading; Math; Problem Solving; Knowledge of Safety Procedures; Appearance; Writing; Telephone Etiquette; and Knowledge of Basic Computer Tools.

The following outlines the benefits WRC's can provide employers, job seekers, and education and training providers.

Employer Benefits

- Utilize this certificate in the hiring process to distinguish qualified versus non-qualified applicants;
- Enhance profitability by reducing turnover (with a cohesive team of skilled employees); and
- Build internal morale with a workforce motivated to excel.

Job Seeker Benefits

- Become better prepared and more qualified job candidates;
- Train or improve on the skills desired by employers to help obtain and maintain employment;
- Increase opportunities to earn higher wages and become more economically self-sufficient; and
- Empower individuals with barriers to employment.

Education/Trainer Benefits

- Enhance reputation by providing the business community with high-quality job applicants;
- Provide tailored education and training curriculum that meets the specific needs of businesses; and
- Contribute to the area's workforce and community success by providing better prepared and more qualified job candidates.

Working Lunch – State Board Youth Activities Updates

- **Foster Youth Employment, Training and Housing Task Force**
- **Improving Transition Outcomes for Youth with Disabilities Grant**
- **High Concentrations of Workforce Investment Act Eligible Youth**
- **Youth Council Institute**
- **Youth Transition Action Teams**

State Board Youth Activities Update

Foster Youth Employment, Training and Housing Task Force Formerly: The Governor's Interagency Task Force on Homelessness Foster Youth Initiative

Background

On March 21, 2002, Governor Gray Davis issued Executive Order D-53-02, creating the Interagency Task Force on Homelessness. The Foster Youth Employment, Training and Housing Task Force is an inter-departmental initiative to develop cross program strategies to improve transitions to employment for homeless youth using the One Stop system. The initiative includes the California Department of Social Services (CDSS), the Employment Development Department (EDD) and the California Workforce Investment Board (State Board).

Progress

- The work group implemented three pilot projects in Alameda, Colusa, and Ventura Counties to provide outreach and coordination of interagency resources, identify programs providing services to transitional foster youth, adapt promising practices in One-Stops and share resources across local projects and One Stop Centers to improve services for foster youth.
- The work group met in August 2003, to develop multidisciplinary training for One-Stop Career Center staff, foster parents, foster youth and community-based organizations on services provided by One-Stops and the CDSS Independent Living Program. A pilot training session occurred in April 2004 to seek feedback on the curriculum and training approach.
- Began statewide roll out of staff development cross training titled "The One-Stop Connection Workshop" on Foster Youth services provided by the CDSS Independent Living Program and One-Stop Career Center staff. Please see Attachment 1 for the workshop description, schedule, and how to host or attend a workshop in your area. The Work Group continued to connect workforce preparation and development programs with other state resources through the demonstration projects and through the It's My Life Conference held October 12-14, 2004.

Improving Transition Outcomes for Youth with Disabilities Grant

Background

On September 30, 2003, the State Board received a \$500,000 grant from the DOL's Office of Disability Employment Policy (ODEP). This is a five-year award based on an annual refunding application. The purpose of the project is to work with federal, state and community agencies

and organizations to help young people with disabilities in making the transition into the workforce.

Progress

- Established an Advisory Committee, which has met three times to discuss and provide input related to the goals of the grant. Those goals include: (1) conducting resource mapping efforts to assess youth service delivery; (2) developing, implementing and evaluating a cross-agency multi-year state plan; and (3) conducting local pilot demonstration projects. The Advisory Committee also developed the Innovative Transition Outcomes Project (ITOP) Web site at <http://www.improvingyouthtransitions.org>
- Identified stakeholders and convened the first annual Improving Transition Outcomes for Youth with Disabilities Partnership stakeholder meeting on August 18-17, 2004. The meeting included initial discussions about the vision and framework for a unified state plan. Additionally, stakeholders were introduced to the on-line conferencing system available through the ITOP Web site for a two-week post-meeting discussion of resources and services for youth with disabilities.
- Negotiated and completed a contract with Sonoma State University's California Institute on Human Services, which participated on the Advisory Committee, planned and facilitated the stakeholder meeting, developed the on-line conferencing Web site, and developed and provided technical support for the resource mapping efforts. Completed a second contract with New Ways to Work to provide technical assistance to the local demonstration sites.
- Developed and released the request for proposals (RFP) for the three demonstration sites. The three sites selected are: Jewish Vocational Services, the Ventura County Workforce Investment Board, and the Shasta Private Industry Council. The subgrants are in the process of being finalized to award first-year funds of \$68,000 to each site.
- Initiated resource mapping efforts and developed a database that continues to be updated with resource information about services for youth with disabilities.
- Developed a grant request to the U.S. Department of Labor's Office of Disability Employment Policy (ODEP) for the second year of the grant. As a result of California's significant progress with its first year activities, ODEP awarded \$500,000 for the second year.
- On June 10, 2004, met with ODEP's national evaluator, WESTAT, to participate as a state grantee in the national evaluation of ODEP's programs for people with disabilities.

High Concentrations of WIA Eligible Youth

Background

Under the Workforce Investment Act (WIA), states must provide additional assistance to local areas that have high concentrations of eligible youth. The intent of the funding is to assist the local areas in increasing the number of youth receiving WIA services.

Progress:

In May 2004, State Board staff worked with Employment Development Department (EDD) staff to develop a Directive for the dissemination of \$700,000 during Fiscal Year 2003-04 to the ten local areas having the highest concentrations of WIA eligible youth. The directive required these areas to submit plans showing collaboration and connection with programs such as foster youth and youth offender programs. In September 2004, State Board staff reviewed the local plans to ensure they met the criteria adopted by the State Youth Council and submitted the plans to EDD so local area allocations could be augmented.

The State Youth Council will be provided with a framework to consider for use of the FY 2004-05 high concentrations allocation.

Youth Council Institute

Background

In July 2001, the California Workforce Investment Board (State Board) established the California Youth Council Institute (YCi) to provide technical assistance to California's 50 Youth Councils. The primary customers of YCi are the staff and members of Local Youth Councils, along with the youth practitioners of a community. YCi was launched in response to needs identified by leadership, staff, and practitioners at the state and local level seeking to implement the broad vision set forth in the Workforce Investment Act (WIA) – to serve as architects of and catalysts for broad-based, local youth-serving systems. New Ways to Work and the California Workforce Association jointly manage YCi.

Progress

The California Youth Council Institute continues to support both Youth Councils and practitioners across the state. Over the past several months, the YCi community participated in conference calls and surveys to identify needs, determine the content focus and calendar of activities for the year, participated in, and hosted a reception at, the “Its My Life” conference and began planning for the All Youth-One System conference in January 2005. YCi also participated in the development of the Improving Transition Outcomes Project – a demonstration grant project designed to improve transitions to employment for youth with disabilities.

In June, YCi hosted regional California workshops, which were preceded by two content calls on the topic of involving youth in organizational planning, policy and decision-making. This effort used the Youth on Board model developed in Massachusetts. Nearly 100 Youth Council members, staff, practitioners, and youth participated in the workshops and over 60 people participated in content conference calls on this topic.

Conference calls conducted in September were well attended (with one call over-subscribed) and focused on providing input on the proposed Department of Labor Data System (EMILE) and exploring the new directions of the U.S. DOL's youth policy, specifically as it relates to alternative education and out-of-school youth.

The *YCi Reporter* continues to be published bi-monthly (the most recent in mid-October) as well as monthly and bi-monthly issues of the *New Ways Resources and Funding Opportunities* guide. YCi also published several new *YCi ideas* on the topics of engaging out-of-school youth, youth involvement in Youth Councils, and Youth One-Stops.

Local Youth Council Priorities for 2004-05

Through surveys of YCi practitioners and leadership, the following priorities (in rank order) emerged for the 2004/05 program year:

1. Coordinating Youth Services
2. Engaging Workplace Partners
3. Building Community Partnerships
4. Involving Youth and Engaging Youth in Leadership

Local Youth Councils also raised the following issues/ideas to learn about through best practices in place in some local workforce areas:

- How to best leverage resources outside WIA funds. (Long Beach mentioned a strategy of partnering with local non-profits to diversify funding and projects).
- Implement a Local Workforce Investment Board score-card to measure goals, including Youth Council priorities and partnerships with employers to support workforce development, and encouraging youth involvement. (Yolo County has done some work on this as well as work-readiness certificates.)
- Identifying Youth Councils who are successfully implementing the Daisy Wheel model.

Attachment 2, describes the upcoming conference calls and workshops of the YCi through the end of the program year, including regional trainings and workshops, the annual All Youth-One System Conference, team leader meetings and conference calls.

Youth Transition Action Teams

Background

The California Youth Council Institute (YCi) developed the All Youth-One System framework to describe the process of building comprehensive youth-serving systems and the role of Youth Councils in building that system. The Youth Transition Action Teams comprised of a broad array of child welfare, foster care and workforce development experts adapted the *Elements of a Comprehensive Youth-Serving System* to be reflective of the necessary elements in a connected youth transition system for young people emancipating from foster care. The teams accomplished this by making suggested modifications to the All Youth-One Systems *Elements* framework, and by adding additional detail on what needs to be in place to ensure successful transitions to adulthood for Foster Youth.

Forty plus representatives from seven California communities engaged in Child Welfare Redesign as well as a number of state and local Department of Social Services representatives at a pre-conference meeting to the annual “Its My Life” conference on October 12, 2004 reviewed and updated the new framework. The modified *Elements Framework* will be presented to the YCi members at the All Youth-One System conference in January 2005 for input and adoption - creating a common core framework across all three initiatives.

Progress

The Transition Action Teams will address the specified outcomes for youth emancipating from care that are incorporated in the United States Department of Health and Human Services California Child and Family Services Review and those in the California Department of Social Services 2004–05 System Improvement Plan. The teams also will receive support and technical assistance to implement actions recommended in a Child Welfare Services Redesign Implementation Guide including:

- ❑ Comprehensive and integrated case planning with youth and family engagement;
- ❑ Strong and enduring adult connections;
- ❑ Developing a community network of services and supports; and
- ❑ A “Guaranteed Preparation Package” of supports, services and activities.

The Youth Transition Action Teams also are in the process of developing two additional frameworks to guide their work:

- ❑ The *Stages of Building a Comprehensive Youth Transition System*, which describes the process of systems improvement over time; and
- ❑ The *Core and Operational Functions of Youth Transition Action Teams*, which describes the strategic functions and daily activities that teams undertake to build and support successful transitions to adulthood for foster youth.

Details of the work related to the Youth Transition Action Teams can be found in Attachments 3.

Attachments:

Attachment 1 – One-Stop Connection Workshop Description and Schedule

Attachment 2 – Coordinating Youth Services Conference Calls and Workshops

Attachment 3 – Youth Transition Action Teams Framework

COORDINATING YOUTH SERVICES

FALL WORKSHOPS

BROUGHT TO YOU BY THE YOUTH COUNCIL INSTITUTE



NOVEMBER 17TH — OAKLAND AREA
NOVEMBER 18TH — LONG BEACH AREA
TBA — VISALIA AREA

Topic: Coordinating Youth Services

Youth Councils, community providers, and educators are all striving to develop coordinated and connected youth-serving systems. Increasingly, funders are asking for evidence that communities and organizations are coordinating services and collaborating effectively in order to receive funding. The Fall Workshops are part one of a series of YCi planned activities that focus on building organizational capacity to coordinate youth services, and partner with other programs and systems within your community. During these one-day workshops, participants will discover the importance of key activities and develop strategies to begin to:

- Map all services available to youth in the community;
- Collaborate and partner effectively;
- Develop strategies to intentionally link youth-serving organizations within a community; and
- Network with other YCi practitioners and partners who are passionate about improving the lives of young people.

Where/When: Exact locations, directions and details will be provided after you register. All workshops will take place from 9 a.m. to 4 p.m. Registration will begin at 8:30 a.m.

Cost: \$60.00 per person. \$250 per five person team.

How: Complete the attached registration form and fax to (707) 824-4410 to reserve your team's spot and mail the original form with your payment. Registrations accepted through November 5, 2004. We will follow-up with detailed information about the training, including the location, direction, meeting materials, and any other additional information you'll need.

For more information: Email Lauren Byrnes at lbyrnes@nww.org, or call (707) 824-4000.

Save the Dates

Part Two in this series: "All Youth-One System" Conference

January 25-27, 2005 - Orange County. For more information or to register, go to:
<http://www.signup4.net/Public/ap.aspx?EID=YOUT20E>.

Part Three in this series: Coordinating Youth Services Content Call

May 10, 2005 - 9:30-10:30am PST. For more information about the series email lbyrnes@nww.org or visit www.nww.org and click on "What's New".

COORDINATING YOUTH SERVICES



2004-2005 Workshops, Conference, and Content Call Series

New Ways to Work, the California Workforce Association, and the Youth Council Institute are pleased to announce the next topic in our series of content conference calls and training sessions: ***Coordinating Youth Services***. Youth Council members, staff, youth practitioners, and young people are encouraged to participate in this series. Youth Councils, community providers, and educators are all striving to develop coordinated and connected youth-serving systems. Increasingly, funders are asking for evidence that communities and organizations are coordinating services and collaborating effectively in order to receive funding. In response, New Ways and CWA are sponsoring a series of capacity building activities through YCi, including workshops, content calls, and the upcoming “All Youth-One System” conference. During the course of these activities, participants will learn the importance of and how to begin to:

- Map all services available to youth in the community;
- Develop a community framework for the delivery of youth services;
- Define a single year-round, comprehensive, coherent system; and
- Intentionally link youth-serving organizations within a community.

The workshops, content calls and conference program will emphasize successful strategies for collaboration across systems and the benefits of connecting to each other. Topics and activities will focus on successful strategies for collaboration, what agencies and organizations who partner are accomplishing, ways to effectively pool resources, lessons learned from those who are working well together, and the common challenges of collaboration and how they are being addressed. Additionally, activities and workshops will share ways to engage youth more effectively, get youth to participate actively in their community, structure programs that youth want to participate in and other ways that demonstrate that youths’ contribution & participation are valued.

Coordinating Youth Services Workshops

To kick off the series, three one-day workshops will be held regionally in three locations across the state, **November 17 (North), November 18 (South), and December TBD (Central)**. These interactive workshops will help to build your capacity for coordinating youth services with others partners within your community. For teams, this workshop will help prepare your organization for deeper work at the AYOS conference in January. The workshop cost is \$60.00/person. (Teams of 5 may register for the discounted fee of \$250).

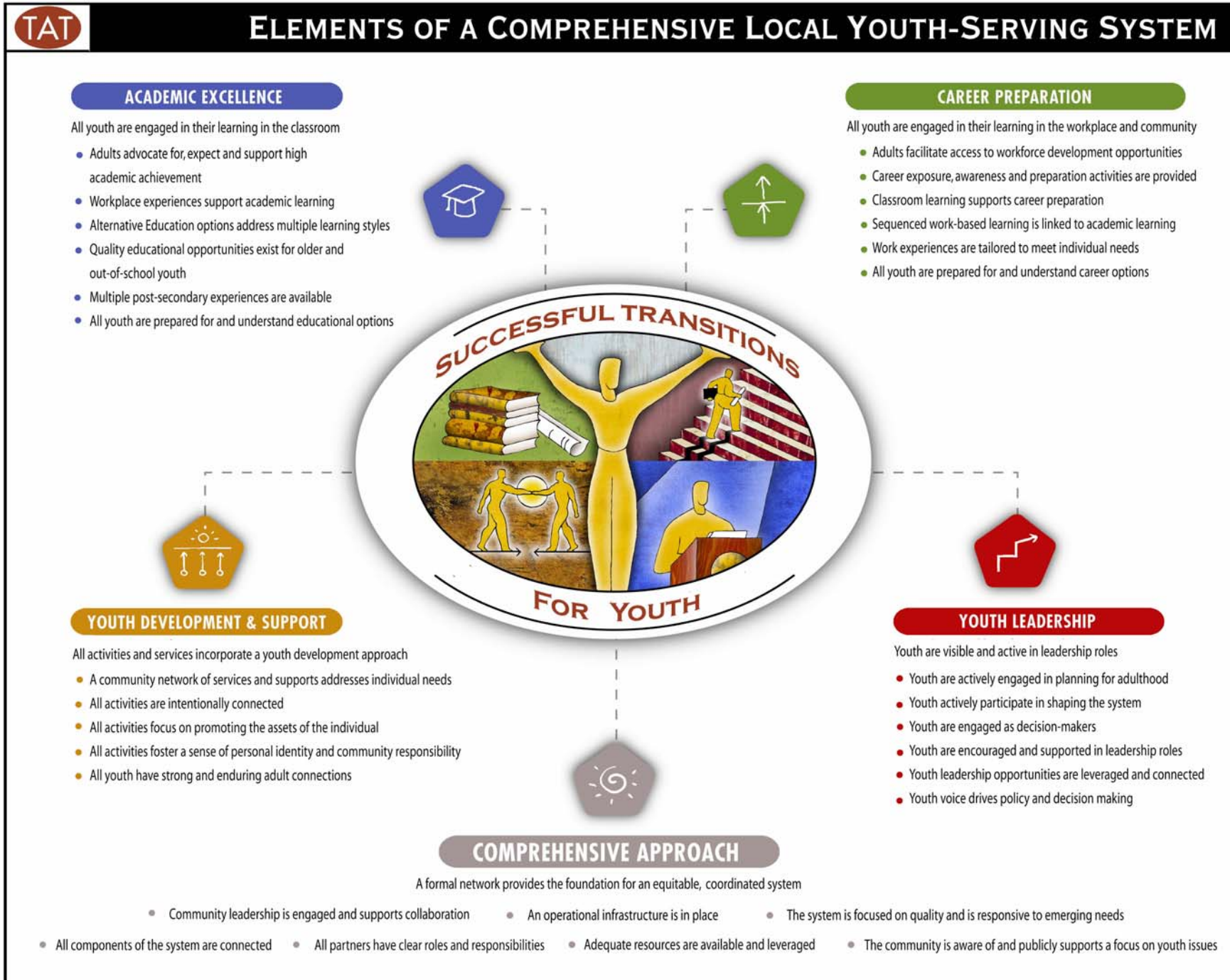
To register for one of the workshops, please contact Lauren Byrnes at (707) 824-4000 or visit www.nww.org and click on “What’s New”. You will be sent a registration form to complete and reserve your team’s space at the session. Specific details regarding exact locations and meeting content will be sent once you register.

Coordinating Youth Services at the “All Youth-One System” Conference

Back for its fourth year, the 2005 “All Youth-One System” Conference is designed to help local youth providers, Youth Councils and policy makers run better programs, connect to other systems more easily, learn about innovative strategies for serving youth, and to develop a network of colleagues to promote peer learning. The Conference will be held **January 25-27, 2005** at the **Hyatt Regency Orange County**, within walking distance of Disneyland. For Conference information or to register, go to: <http://www.signup4.net/Public/ap.aspx?EID=YOUT20E>. To make hotel reservations at the Hyatt, call 1-800-233-1234 and ask for the special CWA Youth Conference rate of **\$99.00**.

Coordinating Youth Services Content Calls

Save the date for this content call to discuss success and challenges with implementing activities and strategies for coordinating youth services following the workshops and the conference. The conference call will be held Tuesday, **May 10th at 9:30-10:30am PST**. For more information, contact Lauren at lbyrnes@nww.org.





Elements of a Comprehensive Local Youth-Serving System

Five Quality Elements guide the Youth Transition Action Team work. These elements, components of the All Youth – One System frameworks, were developed by the California Youth Council Institute (YCi), a nationally recognized project designed to assist California's 50 Youth Councils in developing comprehensive youth-serving systems. They were modified for youth in the foster care system by a team of stakeholders including foster youth alumni, local and state department of social service representatives, workforce development partners, and other professionals working in the foster youth system.

Each of these Quality Elements must be in place to provide a balanced set of services to youth and develop a structure to support community-wide coordination of those services across programs, institutions and projects. These elements are listed below, and followed by examples of each element's importance to all youth, as well as youth in the foster care system.

The five elements of a comprehensive local youth-serving system are:

- **Academic Excellence**
All youth are engaged in their learning in the classroom.
- **Career Development**
All youth are engaged in their learning in the workplace and community.
- **Youth Development and Support**
All activities and services incorporate a youth development approach.
- **Youth Leadership**
Youth are visible and active in leadership roles.
- **Comprehensive Approach**
A formal network provides the foundation for an equitable, coordinated system.

Academic Excellence

All youth are engaged in their learning in the classroom.

- Adults advocate for, expect and support high academic achievement
- Workplace experiences support academic learning
- Alternative Education options address multiple learning styles
- Quality educational opportunities exist for older and out-of-school youth
- Multiple post-secondary experiences are available
- All youth are prepared for and understand educational options

In particular foster youth need:

- Academic achievement as evidenced by a high school diploma, equivalency certificate or GED
- Access to their complete academic record

Career Development

All youth are engaged in their learning in the workplace and community.

- Adults facilitate access to workforce development opportunities
- Career exposure, awareness and preparation activities are provided
- Classroom learning supports career preparation
- Sequenced work-based learning is linked to academic learning
- Work experiences are tailored to meet individual needs
- All youth are prepared for and understand career options

In particular foster youth need:

- Entrepreneurship opportunities
- Employment and income sufficient to meet their basic needs
- Documentation of their work readiness skills

Youth Development and Support

All activities and services incorporate a youth development approach.

- A community network of services and supports address individual needs
- All activities are intentionally connected
- All activities focus on promoting the assets of the individual
- All activities foster a sense of personal identity and community responsibility
- All youth have strong and enduring adult connections

In particular foster youth need:

- Other supportive relationships and community connections
- A close, positive and lasting relationship with at least one adult
- Permanence and stability in schools, housing, and adult and peer relationships
- A safe and stable living situation

- Access to a full range of social services including physical, mental and behavioral health services
- Personal development including:
 - Cultural and personal identity formation
 - A healthy sense of cultural and personal identity
 - Interpersonal and social skills
 - Opportunities to make mistakes
 - Normal, age appropriate experiences, including mistakes
- Life skills including:
 - Financial literacy, money management and savings and asset development
 - Consumer skills
 - Responsible parenting
 - Conflict resolution
 - Appropriate appearance and behavior

Youth Leadership

Youth are visible and active in leadership roles.

- Youth are actively engaged in planning for adulthood
- Youth actively participate in shaping the system
- Youth are engaged as decision makers
- Youth are encouraged and supported in leadership roles
- Youth leadership opportunities are leveraged and connected
- Youth voice drives policy and decision making

In particular foster youth need:

- To actively participate in the development of their transition plans

Comprehensive Approach

A formal network provides the foundation for an equitable, coordinated system.

- Community leadership is engaged and supports collaboration
- An operational infrastructure is in place
- The system is focused on quality and is responsive to emerging needs
- All components of the system are connected
- All partners have clear roles and responsibilities
- Adequate resources are available and leveraged
- The community is aware of and publicly supports a focus on youth issues

In particular foster youth need:

- A “Guaranteed Preparation Package” or portfolio including:
 - Copies of all documents (including immigration papers)
 - High school diploma and transcript

- Social security card
- Birth certificate
- Health information
- State-issued drivers license or identification card
- Work-related records
- Work-readiness Certificate
- Documents that certify eligibility for services
- Comprehensive, flexible and integrated case planning

Youth Transition Action Teams: Core Functions

CONVENE LEADERS & PROMOTE POLICY

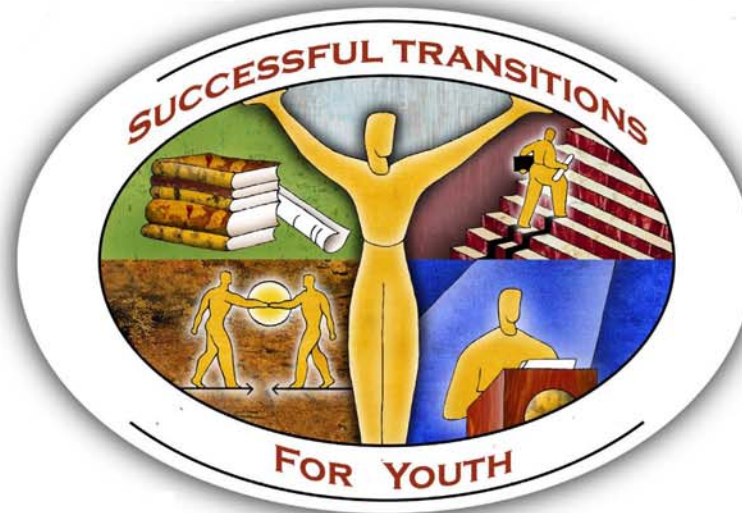
Local leadership is convened at all levels to support systems alignment

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CREATE LINKAGES & CONNECT SYSTEMS

A community network of services and supports is created to support successful transitions

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-
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BUILD AWARENESS: MARKET & SHARE INFORMATION

A community that cares is created and demands a system that keeps youth at the center

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-
-
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MEASURE EFFECTIVENESS

Data and evaluation are used to measure effectiveness and improve program performance

-
-
-
-

IMPROVE PROGRAM PRACTICE

Regular and sustained efforts to align systems and improve services are underway



Youth Transition Action Teams Core Functions Framework

Youth Transition Action Teams leverage community resources to ensure successful transitions for Foster Youth. The *Youth Transition Action Teams: Core Functions* framework helps groups develop a shared vision and language for defining their Transition Action Team activities in broad functional areas. It helps teams of partners and core staff begin discussing the *functions* that Transition Action Teams fulfill, rather than the individual *activities* that various partners may perform.

This focus on functions is important. Activities and strategies shift to address specific needs or take advantage of opportunities over time, but the functions performed remain consistent.

In addition to a core set of functions there are an operational set of functions that Transition Action Teams perform. Please refer to the description of the *Youth Transition Action Teams: Operational Functions* framework for more detail. Both of these frameworks are currently midway through the development process. The next iteration of both frameworks will be developed during the pre-conference session at the *It's My Life Conference* on October 12, 2004.

The image of a young person at the center of the frameworks intentionally points to the importance of keeping youth at the center of the initiative. The images surrounding the young person represent the four desired outcomes for Youth in Transition.

EDUCATED and ready to learn
EMPLOYED and ready for career
CONNECTED to adults, peers and services
CONFIDENT and ready for life

Youth Transition Action Teams perform five core functions. They are to:

- **Convene Leaders and Promote Policy**
Local leadership is convened at all levels to support systems alignment.
- **Create Linkages and Connect Systems**
A community network of services and supports is created to support successful transitions.
- **Measure Effectiveness**
Data and evaluation are used to measure effectiveness and improve program performance.
- **Build Awareness: Market and Share Information**
A community that cares is created and demands a system that keeps youth at the center.
- **Improve Program Practice**
Regular and sustained efforts to align systems and improve services are underway.

Convene Leaders and Promote Policy

Local leadership is convened at all levels to support systems alignment.

Youth Transition Action Teams:

- Formally convene local leaders across systems
- Connect to natural communities and existing leadership bodies, including the Youth Council
- Craft local policies and adjust regulations and procedures
- Assign key coordinators to planning and implementation bodies
- Make public commitments
- Convene all stakeholders and the foster youth community
- Convene foster youth and alumni and provide forums for youth input

Create Linkages and Connect Systems

A community network of services and supports is created to support successful transitions.

Youth Transition Action Teams:

- Map resources and services
- Assess state of local services and supports
- Solicit foster youth/alumni input to identify the gaps and or problems with services
- Address disproportionality and equity issues
- Identify practices that need to change
- Develop linkages to services and resources (*access pathways*)
- Devise incentives for cross-system cooperation
- Link with existing networks and create extended networks

Measure Effectiveness

Data and evaluation are used to measure effectiveness and improve program performance.

Youth Transition Action Teams:

- Set concrete goals and establish benchmarks and expected outcomes
- Identify positive outcomes and available data
- Measure results and evaluate the system
- Hold each other accountable
- Inform discussions with data
- Engage youth and alumni in assessing program and system effectiveness

Build Awareness: Market and Share Information

A community that cares is created and demands a system that keeps youth at the center.

Youth Transition Action Teams:

- Create community awareness about foster youth transition issues
- Conduct outreach to families and community
- Advocate together for youth
- Provide information about resources and services
- Promote and market transition plans for all emancipating foster youth
- Share information, research and practices across systems
- Publicize efforts and communicate results
- Engage youth in marketing and awareness building activities

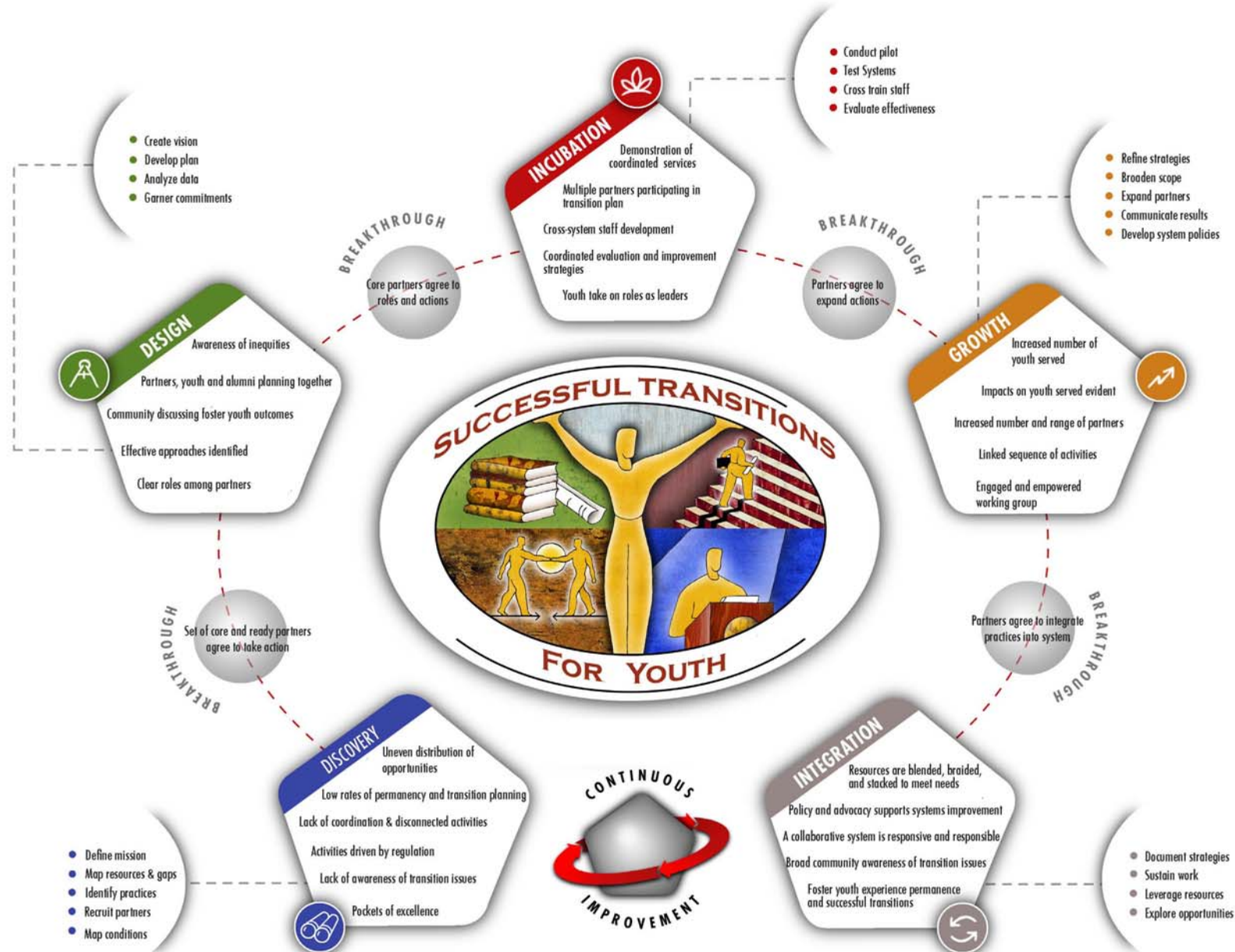
Improve Program Practice

Regular and sustained efforts to align systems and improve services are underway.

Youth Transition Action Teams:

- Promote and ensure permanency
- Align services across systems
- Train staff and others
- Create individual transition plans
- Engage workplace partners
- Address identified barriers
- Provide the communications link

Stages of Building a Comprehensive Youth Transition System





Stages of Building a Comprehensive Youth Transition System

New Ways to Work has developed a model for describing the process of building comprehensive youth-serving systems. The Youth Transition Action Team initiative adapted the model to be reflective of characteristics specific to building a comprehensive youth transition system for young people emancipating from foster care. The model describes a process that is incremental over time. Based on effective organizational development practice, this model is designed to help Youth Transition Action Teams visualize and identify progress, and offers a road map to continuous improvement.

The stages of building a comprehensive system are described in detail below. This model, which can be applied to many different systems-change processes, incorporates the following five stages:

- **Discovery**
Initially forming a local Youth Transition Action Team, and then analyzing the existing conditions and setting priorities for action.
- **Design**
Planning for implementation of strategies and activities that address established priorities, bringing together core partners and preparing to conduct the work.
- **Incubation**
Piloting strategies, services and programs.
- **Growth**
Expanding activities.
- **Integration**
Institutionalizing the activities in a comprehensive youth system.

Detail on each Stage is provided below.

Discovery

Characteristics of this stage:

- Uneven distribution of opportunities
- Low rates of permanency and transition planning
- Lack of coordination & disconnected activities
- Activities driven by regulation
- Lack of awareness of transition issues
- Pockets of excellence

Activities to move to the next step:

- Define mission

- Map conditions, resources and gaps
- Identify practices
- Recruit partners

Breakthrough Indicator that you're ready to move to the next stage:

- Set of core and ready partners agree to take action

Design

Characteristics of this stage:

- Awareness of inequities
- Partners, youth and alumni planning together
- Community discussing foster youth outcomes
- Effective approaches identified
- Clear roles among partners

Activities to move to the next step:

- Create vision
- Develop plan
- Analyze data
- Garner commitments

Breakthrough Indicator that you're ready to move to the next stage:

- Core partners agree to roles and actions

Incubation

Characteristics of this stage:

- Demonstration of coordinated services
- Multiple partners participating in transition plan
- Cross-system staff development
- Coordinated evaluation and improvement strategies
- Youth take on roles as leaders

Activities to move to the next step:

- Conduct pilot
- Test Systems
- Cross train staff
- Evaluate effectiveness

Breakthrough Indicator that you're ready to move to the next stage:

- Partners agree to expand actions

Growth

Characteristics of this stage:

- Increased number of youth served

- Impacts on youth served evident
- Increased number and range of partners
- Linked sequence of activities
- Engaged and empowered working group

Activities to move to the next step:

- Refine strategies
- Broaden scope
- Expand partners
- Communicate results
- Develop system policies

Breakthrough Indicator that you're ready to move to the next stage:

- Partners agree to integrate practices into system

Integration

Characteristics of this stage:

- Resources are blended, braided, and stacked to meet needs
- Policy and advocacy supports systems improvement
- A collaborative system is responsive and responsible
- Broad community awareness of transition issues
- Foster youth experience permanence and successful transitions

Activities to move to the next step:

- Document strategies
- Sustain work
- Leverage resources
- Explore opportunities

Breakthrough Indicator that you're ready to move to the next stage:

- Partners agree to move on to the next priority

**Action Item: Approval of Work Group Recommendations for
Inclusion in the Fiscal Year 2004-05 State Youth Council Workplan**

California State Youth Council Work Group Recommendations

Action Requested

It is requested that the State Youth Council discuss and approve the agreed upon recommendations from the State Initiatives, Local Initiatives, Ad hoc Youth Involvement, and ad hoc Charter work groups for inclusion in the State Youth Council's Workplan for Fiscal Year (FY) 2004-05.

Background

At its May 20, 2004 meeting, the State Youth Council (SYC) requested that its two standing and two ad hoc work groups identify priority action recommendations for discussion at its next full State Youth Council meeting. These work group recommendations will assist the SYC in its development of a Comprehensive California Youth Plan and in identifying priorities for Fiscal Year (FY) 2004-05, which will be included in the SYC's Workplan (Attachment 1).

Progress

The ad hoc Charter Work Group conferenced by telephone on July 9, 2004 to re-examine the State Youth Council's Charter, Purpose, and Structure and make recommendations. The Youth Council Institute (YCi), in coordination with State Board Staff, sent out a survey to all State Youth Council Members in August 2004 to obtain feedback on potential priorities for the FY 2004-05 Workplan. Three work groups conferenced by telephone in August to discuss each of the objectives and priorities identified in the survey and to develop strategies for these priorities. Following is a list of recommendations, from each of the four work groups, to be considered for inclusion in the State Youth Council's 2004-05 Workplan.

A. Ad Hoc Charter Work Group: Jorge Ayala, Chair

Objective 1: Discuss and define the State Youth Council's role as a state body.

Recommendation: Continue to define the State Youth Council in accordance with its existing vision, mission, and roles as approved and adopted by the State Youth Council at its August 14, 2002 full State Youth Council Meeting (Attachment 2).

Objective 2: Discuss pros and cons of becoming a more formal body.

Objective 3: Establish criteria for application, selection, and participation of SYC members.

Objective 4: Discuss development of new/current member orientation and a "buddy" system.

Objective 5: Discuss the addition of other representatives on the SYC including other Community Based Organizations and/or other public agency/department representatives.

Recommendations:

- Record current State Youth Council processes and rules; develop bylaws including protocols for voting, meeting, recommending new members, formalizing the “buddy” system and developing a SYC orientation binder. The SYC should discuss requirements of the Bagley-Keene Open Meeting Act.
- Ask all members to commit to at least one work group (to accomplish the work of the SYC between full meetings), get more specific around WIA compliance-driven priorities, and leverage resources.
- Youth should be a priority, and the State Youth Council would like to be a partner in deciding how 15% Governor’s Discretionary Funds will be expended and that a certain percentage of the funds should be targeted for youth.

B. State Level Initiatives Work Group: Steve Arcelona, Chair

Objective 1: Promote and build the capacity of the State Youth Council to impact and create progressive state youth policies.

Priority actions in order of priority:

1. Bring major decision makers together (“Kitchen Cabinet”) to ensure that statewide youth issues are in the spotlight.
2. Implement the Comprehensive Plan and Campaign for California’s youth.

Recommendation: Convene a “Kitchen Cabinet” as a priority to begin development of the State Youth Council’s Comprehensive Plan.

Objective 2: Promote and facilitate youth voice in the work of the State Youth Council.

Priority actions in order of priority:

1. Establish a broad representative youth advisory council (comprised of youth 14-21) to the State Youth Council.
2. Expand youth membership on the State Youth Council.

Recommendation: The SYC honor the work of the ad hoc Youth Involvement Work Group for their efforts on this objective.

Objective 3: Ensure effective implementation of WIA and other categorical programs in California.

Priority actions in order of priority:

1. Promote youth access to California’s One-Stop Delivery System.
2. Assess the status of WIA implementation (youth programs) and bring forth a report to the State Youth Council.

Recommendations:

- Continue supporting existing strategies including:
 - Providing guidance on the use and application of high concentration dollars;
 - Ensuring effective implementation of and providing guidance and support for the Improving Transition Outcomes Project; and
 - Leveraging and aligning training opportunities for local youth councils provided by the U.S. Department of Labor (DOL), the Employment Development Department (EDD), and the Youth Council Institute (YCi).
- Request a report on Workforce Investment Act (WIA) youth performance data from the Employment Development Department including negotiated Program Year 2004-05 Youth Performance Measures and areas where the State failed to meet its negotiated performance level for youth.

Objective 4: Improve and enhance the functioning of the SYC.

Priority actions in order of priority:

1. Further develop the buddy system for new members.
2. Develop SYC capacity to incorporate the voice of youth through the work of the youth council.

Recommendations:

- Members should achieve and maintain interest in the State Youth Council by participating actively in meetings and through participation on at least one work group. All members should state their continuing commitment to the State Youth Council by sending written correspondence to the Council Chair or resign.
- Record and document the “informal buddy” system.
- Convene 50 youth at the California Workforce Association (CWA) Conference in January 2005.

C. Local Initiatives Work Group: Nellie McGarry, Chair

Objective 1: Encourage all Youth Councils to implement the “All Youth-One System” frameworks using YCi and provide support during implementation.

Priority actions in order of priority:

1. Identify and support local areas that collaborate effectively, integrate services and leverage resources to support the “All Youth – One System.”
2. Help (empower) Youth Councils become a credible voice for youth issues in local communities.

Recommendations:

- Update and revise the resource matrix created by YCi and include resources identified by the State Youth Council.
- Filter funding opportunities sent to local youth councils via YCi.
- Identify and highlight local youth councils using promising practices and develop “snapshots” of existing local youth council activities.

- Provide “seed money” to struggling local youth councils.
- Draft a policy statement suggesting that local youth councils get on the agenda of their local Board of Supervisors to ensure visibility and credibility.

Objective 2: Promote youth voice and encourage youth participation with Youth Councils at the local level.

Priority actions: Promote youth involvement in local Youth Councils.

Recommendations:

- Suggest that 5-20% of local youth councils be comprised of youth and include this percentage in their bylaws.
- Facilitate youth attendance with adult mentors.
- Provide transportation, food and other incentives (including possibly iPods and Personal Digital Assistants for use at youth council meetings) to youth to encourage youth to attend meetings.
- Examine local youth councils that provide monetary stipends to youth and determine whether these practices are practical for use by other councils.

Objective 3: Promote and facilitate the effective use of local dollars and encourage local councils to leverage local resources.

Priority actions in order of priority:

1. Assist local Youth Councils identify funding and obtain control of WIA youth funds.
2. Identify and share promising practices.
3. Provide policy guidelines on flexible use of categorical funding streams.

Recommendation: Develop a position statement stating that the SYC strongly encourages youth participation at the local level and suggests that local youth councils should have an impact on the expenditure of local WIA dollars.

Objective 4: Build capacity and promote consistency among California’s youth councils.

Priority actions in order of priority:

1. Identify and share promising practices.
2. Provide guidance to the local youth councils on the inclusion of education on councils and promote connections between workforce and education.

Recommendation: Capture and obtain a “snapshot” of local youth council membership and survey local youth councils to determine which items, #2-9 under objective 4 in the Zoomerang Survey sent to the SYC in August, are priorities for the local youth councils.

D. Ad Hoc Youth Involvement Work Group: Bob Levy, Chair

Objective 1: Expand youth membership on the State Youth Council.

Recommendations:

- Increase youth membership until it reaches one third of total State Youth Council membership.
- Delay consideration of issues related to engaging youth, including recruiting diverse young people.

Objective 2: Schedule meetings and calls to obtain youth involvement.

Recommendation:

- Conduct a youth survey using the Madera County survey as a base instrument, and include the past work of the Youth Voice Network to ascertain whether conference calls beginning after 3:30 PM or Saturday meetings would improve youth participation.
 - Identify days/times for meetings that are best for all members, including youth, keeping in mind the ideas already presented in the discussion. Results from the survey may inform these decisions;
 - Discuss travel stipends;
 - Discuss the formation of Youth Advisory groups, which might meet regionally, with a few members present at regular SYC meetings, to support higher youth engagement in issue discussions, while minimizing the impact of scheduling challenges.
 - Determine if weekend meetings are an option for youth. For example, 3-day weekend meeting, adults flex a workday to meet on Saturdays, or youth attending regular weekday meetings.

Objective 3: Revive the State Youth Council Buddy System.

Recommendation:

- Develop and implement guidelines for a Buddy System that includes:
 - Calls by the buddy to the new member before each meeting to review the agenda, and the history and context of agenda items (provided the member has the history on the SYC to do this);
 - Rapport building activities to support new members before, during, and (debrief) after meetings;
 - Assistance by the buddy on transportation issues, navigating the travel reimbursement system, and other processes; and
 - Develop a “buddy coordinator” to organize and monitor the system.

Objective 4: Suggestions to Local Youth Councils on Membership

Recommendations:

- The State Youth Council models strong youth representation by providing policy guidance to local youth councils with youth as the models, and by providing leadership in the development of policies that affect California's youth.
- The SYC should look into local education initiatives to increase general awareness of the State and local Youth Councils among those who are not part of the system.

Objective 5: Identify resources to continue funding of the Youth Voice Network (YVN).

Recommendation: SYC continue to explore options for funding the YVN.

Attachments:

- Attachment 1 - California State Youth Council 2004 - 2005 Workplan Priorities (last updated September 15, 2004)
- Attachment 2 - Vision, Mission, and Roles statements

California State Youth Council (SYC)
2004 - 2005 Work Plan Priorities
Updated September 15, 2004

August SYC Workgroup Meetings

The California State Youth Council, at its August meetings, adopted the following recommendations:

- **Two Work Groups**
The SYC will focus its work through two (instead of the current four) work groups, one focused on issues and initiatives at the state level (State-Level Initiatives) and one focused on building the capacity of local Youth Councils (Local Initiatives). Adoption of this recommendation allows the Council to continue to address its developed priority objectives of system development, responding to the immediate and critical needs of youth, involving youth in policy development at the state and local levels, and ensuring effective implementation of WIA (and other) youth programs in California.
- **Youth Voice Network**
To continue to facilitate youth involvement, the SYC will support the Youth Voice Network, to provide a vehicle for engaging a broad range of California's youth in the work of the Council. The Youth Voice Network will meet outside of State Youth Council meetings to allow youth members of the Council to participate actively in the state and local work groups.

The State Youth Council, working as a group of the whole at the August meeting, prioritized strategies and activities for the 2003/2004 program year for each of the plans' objectives. Priorities were drawn from the combined work plan elements of the prior work groups, sorted into State and Local Initiatives. A summary of the priorities by work plan objective is provided below. Detail on each element has been updated in the attached work plans for the State and Local Initiatives workgroups. State Youth Council members who have indicated a particular interest and personal commitment to work in an area are listed in column four.

Work Plan Priority Summaries

State Level Initiatives with designated priorities for the 2003/2004 program year

Objective 1: Promote and build the capacity of the State Youth Council to impact and create progressive State Youth Policies.

Priority Actions

Implement the Comprehensive Plan and Campaign for California's Youth.

Bring major decision makers together to ensure that statewide youth issues are in the spotlight.

Objective 2: Promote and facilitate youth voice in the work of the State Youth Council.

Priority Actions

Establish a broadly representative youth advisory council of youth (14-21) to the State Youth Council.

Objective 3: Ensure effective implementation of WIA and other categorical programs in California.

Priority Actions

Promote youth access to California's One-Stop Delivery System.

Assess the current status of WIA implementation (youth programs) and bring forth a report to the State Youth Council.

Local Initiatives with designated priorities for the 2003/2004 program year.

Objective 1: Encourage and support all Youth Councils to implement the "All Youth-One System" frameworks through YCi.

Priority Actions

Identify and support local areas that effectively integrate, collaborate and leverage to support "All youth – One System" and system practice.

Help Youth Councils (empower) become a credible voice for youth issues in local communities.

Objective 2: Promote youth voice and encourage youth participation with Youth Councils at the local level.

Priority Actions

Promote youth involvement in local Youth Councils.

Objective 3: Promote and facilitate the effective use of local dollars and encourage local councils to leverage local resources.

Priority Actions

Assist local Youth Councils with identifying funding and obtaining budget control of WIA dollars.

Identify and share promising practices.

Provide policy guidelines on flexible use of categorical funding streams

STATE LEVEL INITIATIVES

**Promote and build the capacity of the State Youth Council to impact and create progressive State Youth Policies
2004/2005 Priorities**

Objective 1: Position the SYC to be the “go to” organization for recommendations and policy direction on youth issues at the state level.

Overall Objectives	Strategies/Tactics	Status and Next Steps	SYC	Staff	Due
Bring major decision makers together to ensure that state-wide youth issues are in the spotlight	Develop “kitchen cabinet” utilizing the CA Youth Dev Summit group and others.		DR JA RC MM		
	Create state agency group				
	Forum for Youth Investment	<i>FYI provided input to the Comprehensive Plan, through presentation to the SYC and a paper advising direction.</i>			
	CA Youth Dev summit	<i>CalWIB and YCi staff participating on planning body.</i>			
Implement the Comprehensive Plan and Campaign for California’s Youth.	Consider and put into operation at August meeting.	<i>Leadership Team finalized work plan in preparation for August meeting.</i>	DR MM BA		

Objective 2: Promote and facilitate youth voice in the work of the State Youth Council					
Overall Objectives	Strategies/Tactics	Status and Next Steps	SYC	Staff	Due
Establish a broadly representative youth advisory council of youth (14-21) to the State Youth Council	Empower Youth Voice Network Convene youth services org., reps, and local youth councils at a statewide youth advisory planning and development meeting.	<i>Names of 40 interested youth gathered at statewide youth meeting.</i> <i>First meeting held.</i>	AG MG		
Objective 3: Ensure effective implementation of WIA and other categorical programs in California					
Overall Objectives	Strategies/Tactics	Status and Next Steps	SYC	Staff	Due
Assess the current status of WIA implementation (youth programs) and bring forth a report to the State Youth Council.	Include in CalWIB WIA Evaluation. Receive periodic reports from EDD and CalWIB staff				
Promote youth access to California's One-Stop Delivery System.	Make certain that youth systems are being addressed at one-stops Market youth services at the One-Stop	<i>Staff and SYC members participating on the One-Stop Certification workgroup.</i>			

LOCAL INITIATIVES Promote and Build the Capacity of Local Youth Councils 2004/2005 Priorities					
Objective 1: Encourage and support all Youth Councils to implement the "All Youth - One System" Frameworks through YCi.					
Overall Objectives	Strategies/Tactics	Status and Next Steps	SYC	Staff	Due
Identify and support local areas that effectively integrate, collaborate and leverage to support “All Youth – One System” and system practice.	Request letters from Local Youth Councils endorsing YCi.	<ul style="list-style-type: none"> Conducted Zoomerang Survey Collect letters from local Youth Councils Recognize YCs who utilize “All Youth – One System” at A of C Awards Banquet 		YCi YCi YCi	11/03
	Define system measures for local youth councils.	<ul style="list-style-type: none"> Connect to iNet measures Convene YCi systems measures workgroup Consider using report card format (potential to turn locals off) 		YCi YCi	
	Explore/identify funds to award local YCs for adopting and implementing “All Youth – One System”				
Help Youth Councils (empower) become a credible voice for youth issues in local communities.	Address policy and governance needs.	<ul style="list-style-type: none"> Assist with marketing & branding Feed youth recommendations Process with solutions 			

Objective 2: Promote youth voice and encourage youth participation with Youth Councils at the local level					
Overall Objectives	Strategies/Tactics	Status and Next Steps	SYC	Staff	Due
Promote youth involvement in local youth councils.				YCi	
Objective 3: Promote and facilitate the effective use of local dollars and encourage local councils to leverage local resources.					
Overall Objectives	Strategies/Tactics	Status and Next Steps	SYC	Staff	Due
Assist local Youth Councils with identifying funding and obtaining budget control of WIA dollars.	Map the various youth funding streams from the state and distribute information to Local Youth Councils.	<i>YCi has produced a report and created a planning tool for local youth councils. Will be disseminated with the Guidebook November 03.</i>		YCi	
Identify and share promising practices.	Collect ideas through YCi, EDD and CalWIB. Submit to YCideas, EDD website DOL Promising Practices website.	<i>YCi has collected YCideas</i> Relate to Objective #1		YCi	
Provide policy guidelines on flexible use of categorical funding streams.	Participate on the Little Hoover Commission's Human Services Redesign Advisory Committee.	<i>SYC member and YCi rep serves on advisory committee.</i>			

VISION & MISSION STATEMENT

All Youth, One System”

Vision

The California State Youth Council is committed to facilitating and modeling meaningful youth involvement and creating system-wide solutions, working in a collaborative effort with youth, local youth councils and workforce boards, state and local agencies, educational institutions, workplace and business partners, and communities to improve the quality of life for the youth of California.

Mission

Our mission is to promote youth development by facilitating the collaboration of statewide and local services that are of the highest quality, ongoing, and responsive to the needs of all youth. In order to contribute positively to the relationships, opportunities, skills, values and self-perceptions of youth, the State Youth Council will address critical issues and concerns of our California youth by:

- Providing leadership in the development of policies that affect California’s youth;
- Promoting a system that develops personal, social, career and academic skills;
- Guiding efforts to effectively serve youth who are most in need;
- Valuing and supporting youth as leaders, young adults, contributors, producers and stakeholders and facilitating meaningful youth involvement as a means of increasing effective planning and decision-making;
- Promoting healthy relationships between youth and caring adults;
- Emphasizing safe and healthy communities that are based on positive solutions to common pressures of adolescence; and
- Providing policy guidance for local youth councils.

Other Business that May Come Before the State Youth Council